



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT PROTECTION OF COPYRIGHTED MICROCOMPUTER SOFTWARE AND MATERIALS	POLICY NO. 302.12	EFFECTIVE DATE 10/1/89	PAGE 1 of 3
APPROVED BY: Original signed by: ROBERTO QUIROZ <div>Director</div>	SUPERSEDES 105 7/13/89	ORIGINAL ISSUE DATE 7/13/89	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To protect copyrighted microcomputer software and materials from environmental damage, theft, and unauthorized duplication of copyrighted material.

POLICY

- 2.1 The duplication of copyrighted materials, e.g., software and documentation is strictly prohibited.
- 2.2 Software and related documentation shall be safely secure from damage, theft, and unauthorized use.
- 2.3 Copyrighted software not licensed for Department of Mental Health (DMH) usage shall not reside on, or be copied by DMH microcomputer equipment.
- 2.4 Copyrighted software shall be registered immediately upon receipt.
- 2.5 Documentation, including, but not limited to, operating instructions, manuals, technical bulletins, and training materials associated with computers, computer software, and peripherals will be retained and maintained in a secure place for as long as the associated hardware or software is in use by that division.
- 2.6 The transfer of equipment or software must be accompanied by the associated microcomputer documentation.

PROCEDURE

- 3.1 The PC Coordinator or the facility's designee shall be responsible for the following procedure:
 - 3.1.1 Complete the software owner registration card and all other materials related to manufacturer support, warranty, and product updates and mail promptly. List the Los Angeles County Department of Mental Health as the purchaser, and the PC Coordinator at the contact person.



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- 3.1.2 The unit's PC Coordinator is to be responsible for the installation and/or legal reproduction of "working" copies of software diskettes and the adherence to copyright provisions as specified by the manufacturers' licensing agreements.
- 3.1.3 The PC Coordinator has access to original diskettes, and approves and maintains logs of their use by other authorized users.
- 3.1.4 Provide a secure environment for the storage of all "original" software diskettes and accompanying documentation.
- 3.1.5 Proprietary programs developed for use by the DMH shall be inventoried and regarded as the sole property of the DMH. Any unauthorized use of these programs will be grounds for disciplinary action.
- 3.1.6 Individuals should be aware of and implement copyright enforcement within the division.
- 3.1.7 Coordinate any relocation or reassignment of software with MIS division.
- 3.1.8 Maintain a current listing of software programs, including serial numbers and version, and related items, e.g., manuals and application books, for purposes of inventory.
- 3.1.9 In an attempt to prevent or, at the very least, minimize the loss of DMH owned computer software, the following procedures are recommended:
 - 3.1.9.1 Upon receipt of a software package from Administrative Services:
 - 3.1.9.1.1 Complete the registration/warranty card; make a file copy, including the serial number, and mail it immediately to the software manufacturer.
 - 3.1.9.1.2 Clearly mark/label the manuals and software diskettes with the unit, division, or bureau's name. The mark/label should be in numerous and highly visible places on the manuals and diskettes.
 - 3.1.9.2 Once the software has been "backed-up" on diskettes and installed on the computer:
 - 3.1.9.2.1 This will allow the order of newer versions or updates of the software since companies often require the return of the original diskettes or the cover page in exchange at no or reduced cost.



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- 3.1.9.2.2 The manuals and software diskettes shall be secured in storage cabinets with locks without common keys or in storage areas with restricted access. The cover page can be filed with the registration and warranty information.

AUTHORITY

County Fiscal Manual, Section 12.2.0
Auditor-Controller ICCP Audit, 1988